

Genoa Public Library
Board of Trustee Meeting Minutes
July 16, 2018

- I. CALL TO ORDER – Meeting was called to order at 7:01 pm by Board President Dale Pitstick. Members present: Ben Britz, Marilyn Belin, and Jim Newhall. Members Absent: Kay Baker and Jim Hansen. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA – Ben moved to approve the agenda, second by Jim N. Vote: Yes/4, No/0
- III. PUBLIC COMMENT – None
- IV. PRESENTATIONS – None
- V. APPROVAL OF MINUTES – Marilyn moved to approve the minutes from June 18, 2018, second by Jim N. Vote: Yes/4, No/0
- VI. CORRESPONDENCE – None
- VII. TREASURER’S REPORT – Jen reminded the Board that each of the accounts are reconciled on a monthly basis prior to the Board meeting. Any Board member wishing to see the monthly invoices and receipts that are accounted for on the Check Register Detail can visit Jen in her office at any time. Marilyn moved that we place \$18,356.36 on the record for audit. Second by Ben. A roll call vote was taken: Dale-yes, Ben-yes, Jim N-yes, Marilyn-yes
- VIII. OLD BUSINESS
 - i. Items on the Project List were reviewed and the list will be updated to reflect progress and completion of current items.
 - ii. Board members read a letter of interest from Louisa McCarthy regarding our vacant Board seat. The Board would like to invite her to the August 20, 2018 meeting.
 - iii. Jim N made a motion to accept the quote from Tip Top Roofing to replace our gutters on the 232 building for a cost of \$2,245.00 to be paid from our Special Reserve account. Second by Marilyn. A roll call vote was taken: Dale-yes, Ben-yes, Jim N-yes, Marilyn-yes
- IX. NEW BUSINESS
 - i. Ben made a motion to approve Building Maintenance Ordinance 18-02. Second by Marilyn. A roll call vote was taken: Dale-yes, Ben-yes, Jim N-yes, Marilyn-yes
 - ii. Marilyn made a motion to approve the Illinois Public Library Annual Report for submittal to the Illinois State Library. Second by Ben. A roll call vote was taken: Dale-yes, Ben-yes, Jim N-no, Marilyn-yes
 - iii. Ben made a motion to approve having the carpets cleaned in both buildings by Fay’s Affordable Carpet Cleaning for a cost of \$917.00 to be paid from our Building Maintenance account. Second by Jim N. A roll call vote was taken: Dale-yes, Ben-yes, Jim N-yes, Marilyn-yes
- X. STANDING COMMITTEES
 - a. Finance – None
 - b. Technology – None
 - c. Facilities – None
 - d. Policy - None
- XI. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented
- XII. CLOSED SESSION - None
- XIII. ADDITIONAL DISCUSSION
 - i. Jen reported that our annual book sale that was held July 12-14, 2018 was successful in raising \$1,038.61.
 - ii. Jen requested the following days off: 07/25, 07/26, 08/01, 08/02, 08/06

- iii. Dale stated that he, as Board president, and Jen, as Library Director, are both willing to answer any questions or discuss any concerns from Trustees outside of regular Board meeting times. Any topics for the Board to discuss should be brought to Dale or Jen prior to the next scheduled Board meeting to be included on the agenda.

XIV. ADJOURNMENT – The meeting was adjourned in due form at 7:32 pm.

Next Meeting: August 20, 2018